



**STATEMENT OF PROCEEDINGS FOR THE  
RETREAT MEETING OF THE  
LOS ANGELES COUNTY COMMISSION FOR  
WOMEN**

**KENNETH HAHN HALL OF ADMINISTRATION  
500 WEST TEMPLE STREET, ROOM 372  
LOS ANGELES, CA 90012  
<http://LACCW.lacounty.gov>**

**Monday, August 11, 2014**

**11:30 AM**

AUDIO LINK FOR THE ENTIRE MEETING. (14-3715)

**Attachments:** [AUDIO](#)

Call to Order. (14-2788)

**President Becky A. Shevlin called the Retreat meeting to order at 11:42 a.m., and welcomed the Commissioners and guests to the meeting.**

Present: President Becky A. Shevlin, Vice President Alice S. Petrossian, Commissioner Charlotte Lesser, Commissioner Carolyn Aoki-Hyatt, Commissioner Reiko Duba, Commissioner Veda E. Ward Ph.D., Commissioner Gerda Govine Ed.D., Treasurer Ana Maria Garcia and Commissioner Olivia G. Rodriguez

Absent: Commissioner Norma L. Gallegos and Commissioner Denita Willoughby

Excused: Commissioner Dora de la Rosa,

Ice Breaker Activity. (14-3408)

**This item was continued.**

**I. ADMINISTRATIVE MATTERS**

1. Review and approval of the draft 2014-2015 CW Meeting Schedule. (14-3167)

**On motion of Commissioner Veda E. Ward, Ph.D., seconded by Commissioner Reiko Duba, unanimously carried, the 2014-15 meeting schedule was revised and approved.**

**Attachments:** [SUPPORTING DOCUMENT](#)

2. Review, revision and approval of CW Standing Committees and their members. (14-3478)

On motion of Treasurer Anna Maria Garcia, seconded by Commissioner Reiko Duba, unanimously carried, the Standing and Ad-Hoc Committee members were approved as follows:

**EXECUTIVE COMMITTEE:**

- Becky A. Shevlin, President
- Alice S. Petrossian, Vice President
- Ana Maria Garcia, Treasurer

**HEALTH COMMITTEE:**

- Charlotte Lesser, Chair
- Dr. Genevieve Clavreul (Community partner)

**EDUCATION COMMITTEE:**

- Olivia G. Rodriguez, Chair
- Veda Ward, Ph.D
- Carolyn Aoki Hyatt
- Gerda Govine Ed.D.

**DOMESTIC VIOLENCE COMMITTEE:**

- Olivia G. Rodriguez, Chair
- Anna Maria Garcia
- Norma L. Gallegos

**WOMEN OF THE YEAR AD-HOC COMMITTEE:**

- Alice S. Petrossian, Chair
- Olivia G. Rodriguez
- Denita Willoughby
- Carolyn Aoki-Hyatt
- Ana Maria Garcia

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**PUBLIC RELATIONS/SOCIAL MEDIA COMMITTEE:**

- Gerda Govine, Ed.D., Chair
- Reiko Duba
- Dr. Genevive Clavreul (Community partner)

**Attachments:**    [SUPPORTING DOCUMENT](#)

3. Review and approval of the request for the registration fee for the Domestic Violence Conference & Membership meeting for the California Partnership to End Domestic Violence. (14-3502)

**On motion of Vice President Alice S. Petrossian, seconded by Commissioner Reiko Duba, unanimously carried, this item was approved as follows:**

**Funding for registration of the Domestic Violence Conference and Membership fee will be drawn from the \$2,000 designated to the Domestic Violence Council in the 2014-15 Commission for Women budget.**

**Staff was directed to process the registration for Commissioner Rodriguez to attend the Conference.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

**II. DISCUSSIONS**

4. Review of Commission Ordinance; review discussion, and possible call for revision of the Commission Bylaws, Statement of Procedures and Operating Rules. (14-2887)

**In reviewing the Commission's duties as outlined in the Ordinance, there was a consensus on the following recommendations:**

- In order to advance the work of the Commission as charged by the Ordinance, the Commission needs to request and review the County workforce report to see the trend.

**Staff was assigned to request from the County Human Resources a gender balanced report of the County's workforce.**

- CW to host public hearings/forums in the various Supervisorial Districts to hear concerns from the community, as well as build partnerships with other women organizations. The public hearings may take the place of the Commission's regular monthly meetings.

**Staff to coordinate the hearings/forums with each Supervisorial District.**

- **Develop and maintain a talent bank of women which can be used in a variety of ways, i.e., Women of the Year nominees and recipients.**
- **Commissioner Lesser was assigned to lead an Ad-hoc Committee to review the Commission's Statement of Procedures, Ordinance, Operating Rules and By- Laws and in turn recommend items to be placed on the regular meeting agenda on a monthly basis. This process will allow the Commission to review the current processes and make revisions if necessary to ensure the Commission continues to meet its mandate.**

**Attachments:**    [SUPPORTING DOCUMENT](#)  
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5. Discussion as to continuing use of 'tagline' - "Educating, Motivating & Inspiring Women" (14-3561)

**The Commissioners were in consensus to continue to use the tagline "Educating, Motivating and Inspiring Women".**

6. Discussion and action regarding "Girls At-Risk Scholarship Program" (the "Program").

Possible name change of the Program, as submitted by the Education Committee.

B. Outreach and follow-up processes for the Program to assure balanced outreach throughout the County and to establish follow-up processes for the Commission to stay connected with, and maintain appropriate data on the success rate of the Program recipients. (14-2886)

**The Commissioners with the exception of Commissioner Rodriguez were in consensus that the "Girls at Risk" Scholarship Program be renamed.**

**A. Commissioner Rodriguez will work with the Education Committee to:**

- i. **Research the historic view of the scholarship program, develop a mission and vision statement for the Education Committee;**
- ii. **Further research the Commission's collaboration with affiliated agencies;**

**iii. Review the scholarship guidelines and make recommendations to the Commission.**

**B. The Commission will create an alumni update section on the CW website to showcase the successes of the Scholarship recipients.**

**C. The Commission will host a quarterly "Coffee" with the recipients" to foster regular contact and communication.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

- 7.**    Discussion regarding communication between Staff and the Commission and the possibility of appointing a "Communications Coordinator" for the Commission. (14-3562)

**The Executive Committee will work with Commission staff to establish a communication process between the staff and Commissioners.**

- 8.**    Discussion and action regarding the processes to enlist college students to serve as interns and assist the Commission with data collection. (14-2890)

**Commissioner Govine was assigned to draft the description for the Commission's intern position.**

**a. Staff will be directed to work with Human Resources to initiate the intern hiring process upon approval of the intern job description by the Commission.**

**b. Staff was assigned to:**

- Find out how many interns the Commission can utilize.**
- Find out the possibility of creating a link to the intern application process on the Commission's website.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

- 9.**    Discussion and recommendations relating to the 2015 "Women of the Year" Award and Scholarship Luncheon:  
Issue of ongoing focus and sole fundraising event.  
Process for collecting survey data at Luncheon (See supporting document).  
Potential speaker for Luncheon. (14-3168)

**There was a consensus to make the 2015, 40th Award and Scholarship Luncheon a cutting edge event. Recommendations included:**

- a. Invite women's veterans.
- b. Invite former Commissioners.
- c. Two scholarship recipients to speak at the luncheon to discuss their experiences.
- d. Include a "Young Women" award category in the Women of the Year Awards Luncheon.
- e. Conduct a media pre-interview on the day of the WOY Luncheon at the registration lobby. This will give attendees the opportunity to share their comments about the Commission's work.
- f. Survey Forms:
  - i. Rather than placing the survey forms on the bags, they should be handed to the guests at the registration table
  - ii. Survey form too lengthy; it needs to be shortened. Staff was assigned to explore the possibilities of placing the survey on the CW website.
- g. Conduct interviews that can possibly be aired on the County's Public Access Television Channel.

Staff assigned to research the processes required for the Commission to air interviews on the County Public Access Channel.

Attachments: [SUPPORTING DOCUMENT](#)

10. Discussion and review of the County's Ticket Exchange Policy (14-2889)

**This item was discussed; no action was taken**

Attachments: [SUPPORTING DOCUMENT](#)

11. Discussion regarding the upcoming Los Angeles County Department of Public Works Women's Leadership Legacy Conference. (14-3410)

**The Commission approved a budget in the amount of \$2,000 in the 2014-15 CW budget to sponsor the Department of Public Works (DPW) Women's Leadership Legacy Conference scheduled to be held on November 20, 2014 at the Pasadena Convention Center.**

**The Commission will decide who will attend the conference at the September meeting.**

**Staff was assigned to notify DPW of the budget approval, as well as send the Commission's logo to be placed on their marketing materials.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

- 12.** Discussion and recommendations regarding the future meeting presentations. (14-3415)

**Commissioner Lesser stated that she met with Joanna Bloomfield of the department of Mental Health (DMH) and had a discussion on Postpartum Syndrome.**

**The Commission discussed the possibility of having Kimberly Wong of DMH as a guest speaker at a future Commission meeting, to discuss DMH approach in addressing mental health issues such as Postpartum Syndrome that women are facing.**

**Treasurer Garcia recommends Commissioners submit their ideas for presentations at the September meeting.**

### **III. MISCELLANEOUS**

#### **Matters Not Posted**

- 13.** Matters not on the posted agenda, to be discussed and (if requested) referred to staff or placed on the agenda for action at a future meeting, or matters requiring immediate action because of an emergency situation or where the need to take action came to the attention of the Committee subsequent to the posting of the agenda. (14-2895)

**There were no matters presented for a future agenda.**

#### **Public Comment**

- 14.** Opportunity for members of the public to address the Commission on items of interest that are within the jurisdiction of the Commission. (14-2896)

**Dr. Genevieve Clavreul addressed the Commission and shared a few articles.**

#### **Adjournment**

- 15.** Adjournment for the meeting of August 11, 2014. (14-2897)

**The August 11, 2014 Retreat meeting was adjourned at 1:40 p.m.**